Guidelines for Professional Appearance and Presentation

Purpose

This document establishes the acceptable styles of dress and any special conditions affecting dress for this Department.

Audience

The information in this document is intended for all members of the Rehabilitation Services staff and students.

Policy

Departmental personnel shall select clothing, attire and other related items which are appropriate to the individual work situations in which they are engaged, and that represent the profession and the University Hospitals in a professional manner in accordance to UTMB Handbook of Operating Procedures, Policy 3.7.2, and Personal Appearance.

Individual decisions relative to attire selection and other related factors shall be subject to review by Departmental administrative staff if necessary.

Guidelines for Dress

All Department personnel shall wear an official UTMB identification badge at all times while at the workplace.

The use of lab coats by Rehabilitation Services clinical personnel will be optional depending on the individual situation.

- If a lab coat is worn, it is to be clean.
- Departmental scrubs are worn in the acute care setting. Departmental polo shirts and pants are worn in outpatient settings.

Maintenance of a safe environment, for both the patient and the employee, is a primary concern in the selection of clothing and other attire. Basically, the employee is responsible for assuring that his/her clothing and related attire does not interfere with the performance of the job or pose a safety hazard to either the patient or the employee.

In patient care areas closed-toe shoes must be worn.

Guidelines for Dress, continued

- During the operation of power equipment or other treatment situations, it may be desirable that jewelry be minimized, hair tied or restrained in some manner, etc.

Shoes worn by staff should promote individual employee health. All shoes must be neat and clean.

Staff members may find that it is necessary to wear different items for different situations in the same work day. They are encouraged to avail themselves of the opportunity to change attire when necessary because of treatment situational demands.

The usage of make-up, jewelry and other related items should be carefully considered so as not to place any safety dangers on the patient or the staff member, or to create a situation in which the patient may feel uncomfortable.

Employees or students who report for work dressed in a manner which is deemed inappropriate shall be counseled by the supervisor. Appropriate provision for the individual to change clothes during the work day or modify their selection of dress items in the future will be made on an individual basis.

Employees who report to work in attire that is inappropriate according to departmental policy may be sent home and may be docked for time lost.